



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series:

IT Specialist (SYSANALYSIS/SYSADMIN), GS-2210

Job Announcement Number:

10036-12-A1*

Grade & Salary Range:

GS-12-: \$72,540 - \$94,300

GS-13: \$86,260 - \$112,136

Full performance level: GS-13. May be filled at any level above.

Opens: 04/25/2012

Closes: 05/15/2012

(Applications must be received by 11:59 p.m. Pacific Time)

Anticipated number of positions to be filled: More than one position may be filled

Location: Vancouver, Washington

Federal Employees: Federal transfer relocation is not available for this position.

All Applicants: A relocation bonus may be available.

Type of Position: This is a Permanent position with a full-time work schedule.

Organization:

Internal Business Services / Information Technology / Software Development & Operations / Asset Management & Engineering Apps (NJST)

Benefits: BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

*Amendment: This announcement is amended to change the duty location from Portland, Oregon to Vancouver, Washington and extend the closing date from 05/08/12 to 05/15/12. All other information remains the same

Eligibility

Applications will be accepted from current and former competitive service Federal employees, and those eligible under special hiring authorities. Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

About BPA

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at www.bpa.gov.

Job Summary & Major Duties

Join us in an exciting opportunity to serve as our ProjectWise System Administrator in our Asset Management and Engineering Applications organization. The incumbent is responsible for planning and coordinating major projects that involve multiple stages in the systems development lifecycle management process including systems analysis, software development, database administration, and customer support. Duties include:

- Defining overall requirements, plans and coordinates systems designs, development and implementation.
- Overseeing support of installed systems and services and resolving a wide range of technical and management issues.
- Applying new developments to previously unsolvable problems and making decisions on a wide range of technical and management issues.
- Making decisions or recommendations that significantly influence important agency IT policies or programs.
- Ensuring the integration of IT programs and services, and developing solutions to integration and interoperability issues.
- Making decisions that involve major uncertainties with regard to the most effective approach or methodology to be applied, responding to changes typically resulting from continuing changes in customer business requirements and/or rapidly evolving technology.
- Developing new standards, methods and techniques; evaluating the impact of technological change;

- and/or conceiving of solutions to highly complex technical issues.
- Developing and interpreting policies, procedures, and strategies governing the planning and delivery of services throughout IT and the customer businesses.
- Providing expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues.

Supports the Asset Management and Engineering Applications organization to provide data, application and software support, release migration, application expansion and integration for application which: 1) support agency's geospatial information systems (GIS); 2) support Computer Aided Design systems (CAD) and knowledge workers; and 3) support miscellaneous computerized systems that support the daily business activities of BPA's knowledge workers.

Qualifications

SPECIALIZED EXPERIENCE

GS-12:

Experience in which the applicant participated as a member of a team in the delivery of **at least 3 of the following** services for Bentley ProjectWise software:

- Monitoring and troubleshooting systems availability;
- Recovering data in the event of hardware or software failure;
- Identifying and anticipating server performance, availability, capacity or configuration problems and initiating corrective or preventive actions;
- Diagnosing and recovering failed systems; **and/or**
- Planning and coordinating the installation of new products or equipment (e.g., servers).

AND

Experience in which the applicant participated as a member of a team in the delivery of **at least two of the following** activities related to Bentley ProjectWise:

- Developed requirements and specifications for systems that met business requirements;
- Documents the physical configuration of the information system;
- Advised on the merits of proposed systems development projects; **and/or**
- Applied a structured systems analysis approach to the design and development of new or enhanced applications.

GS-13:

- Experience in which the applicant participated as a member of a team in the installation and maintenance of Bentley ProjectWise software and controlling current versions and future releases of applications software; **AND**
- Experience in which the applicant participated as a member of a team in Identifying and specifying business requirements for new or enhanced systems and in developing basic system specifications for the Bentley ProjectWise System.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package (includes resume, cover letter and or other supporting material) that you have a minimum of **one year** of the specialized experience requirement described above. *Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.*

NOTE: Minimum Qualifications and Time-in-Grade Requirements must be met within 60 calendar days of the closing date of this announcement. Applicants must have served 52 weeks at the next lower grade level in the Federal service. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES

Your application materials will be reviewed against the knowledge, skills and abilities (KSAs) listed below to determine your qualifications.

Clearly articulating your work experience to determine the application of the knowledge, skills or abilities through performance is critical to determining your qualifications for this position. Please describe your experience and thoroughly address the statements below through your resume, cover letter, and/or other supporting material you choose to submit. Work product examples will not be reviewed unless specifically requested. For more information on how to provide supporting information for KSAs, please visit http://jobs.bpa.gov/How_To_Apply/ksa.cfm.

1. Knowledge of systems design tools, methods, and techniques. (Your application materials should demonstrate your knowledge and experience with systems design tools, methods, and techniques, including automated systems analysis and design tools; systems design standards, policies, and authorized approaches; systems design precedents or alternative approaches; structured analysis principles and methods; and business processes and operations of customer organizations sufficient to develop requirements and specifications for systems that meet business requirements, document the physical configuration of the information system, advise on the merits of proposed systems development projects, and apply a structured systems analysis approach to the design and development of new or enhanced applications related to the Bentley ProjectWise System. Include any experience consulting with customers.)

2. Knowledge of the principles and methods for IT system components. (Your application materials should demonstrate your experience integrating information system components, using performance tuning tools, systems diagnostic tools and fault identification techniques sufficient to install and maintain software and hardware, control current versions and future releases of applications software, and document the physical configuration of an information system. In addition, include any experience with optimizing the functionality of networks and systems and diagnosing and recovering failed systems.)

3. Skill in effective communication, both verbally and in writing, including the purpose and result of that communication. (Your application materials should demonstrate your experience communicating, both verbally and in writing, sufficient to communicate complex technical requirements to non-technical personnel. In addition, experience with developing and delivering briefings, project papers, status/staff reports, and correspondence to foster understanding and acceptance of findings and recommendations and to present, explain, and defend controversial issues and persuade program managers and other decision-making officials with widely differing goals and interests to follow a recommended course of action consistent with established policies, objectives, and regulations. Include specific instances in which you communicated to present, explain, and defend controversial findings to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.)

4. Ability to establish and maintain effective working relationships and the purpose and results of those relationships. (Your application materials should demonstrate your experience using consensus building, negotiation, coalition building, and conflict resolution techniques sufficient to establish and maintain effective working relationships. In addition, any experience interacting appropriately in highly charged emotional situations for the purpose of influencing managers or other officials to accept and implement findings and recommendations for justifying and resolving matters involving significant or controversial issues.)

SECURITY & SUITABILITY

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18

Application Package Checklist

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.

Applications must include the following information:

- ☐ Job Announcement number, title, and grade
- ☐ Full legal name, mailing address, contact telephone number and email address
- ☐ **Country of citizenship** (SSN or other ID is not requested at this time)
- ☐ High school attended which includes name of high school and location.
- ☐ Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
- ☐ Indication if we may contact your current supervisor.
- ☐ List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- ☐ Grade level(s) for which you are applying.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
- ☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation
- ☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race form.

How to Submit Your Application

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** jobs@bpa.gov with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

Additional Information

Veterans Information: <http://www.usajobs.gov/vi>

Career Transition Assistance Program/Interagency Career Transition Assistance Program

(CTAP/ICTAP): Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Forms Availability: All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade
<input type="text"/>	<input type="text"/>

☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

(please specify): _____

☐ **Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

(please specify): _____

☐ **Social Media Website** (Facebook, LinkedIn, etc.)

(please specify): _____

☐ **Career Fair** (campus events, community event)

(please specify): _____

☐ **BPA employee**

☐ **Other (please specify):** _____

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px;"></div>		
Agency Use Only		
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.		
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.		
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

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